




# CAPE FEAR **COMMUNITY** COLLEGE

STUDENT HANDBOOK  
1991 - 1992

*Wilmington, N.C.*



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**INSTITUTIONAL MEMBERSHIP**

Cape Fear Community College is a member of and accredited by the Southern Association of Colleges and Schools; additionally it holds membership in the American Association of Community and Junior Colleges and in the American Technical Society.

**PRIVACY RIGHTS ACT OF PARENTS AND STUDENTS**

PUBLIC LAW 93-380—Cape Fear Community College adheres to the Guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The College provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at the College may review guidelines and procedures regarding Public Law 93-380 in the offices of Admissions and Records. Procedures for challenging such records may also be obtained in these offices.

**NON-DISCRIMINATION POLICY**

Faculty, administration, staff and the Board of Trustees of Cape Fear Community College recognize the importance of equal opportunity in all phases of its operations and have officially adopted a position of non-discrimination on the basis of race, color, age, religion, national origin, physical handicap, or other non-relevant factors. This policy applies to all students and employees regarding admission to or employment by the College.

**NOTE**

This Student Handbook is published for the purpose of providing information about policies and procedures related to students enrolled in Cape Fear Community College. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but policy mandated by the North Carolina State Legislature, the Department of Community Colleges, the College Board of Trustees, or by local conditions may make some changes necessary.

## FOREWORD

The School was established as the Wilmington Industrial Education Center in 1959 and was raised to technical institute status on July 1, 1964; on January 1, 1988 the name was officially changed to Cape Fear Community College. CFCC is one of fifty-eight institutions operated by the State of North Carolina under the direction of the Department of Community Colleges. The school is also supported by the citizens of New Hanover County and as such receives considerable financial support from the County Budget. The College has a Board of Trustees that develops board policies that are administered by the President. After a lengthy period of observation the Trustees published a "Purpose" statement in 1974 that directed the type of education and services to be offered by the College. On August 21, 1986, the Trustees approved a revision of the "Purpose" statement. To better help you understand the broad commitment to education of Cape Fear Community College the "Purpose" is printed below.

## STATEMENT OF PURPOSE

Cape Fear Community College is comprehensive in its purpose and in its plan to meet the educational needs of adults in the geographical area which it serves. The school strives to live up to "open door" admissions by providing educational opportunities at all levels of capability. The College encourages students to further develop their abilities, maintain positive attitudes toward the work place, and utilize what they have learned to enhance the development of their communities. To achieve these worthwhile goals Cape Fear Community College is committed to the following objectives:

- a. To provide an effective teaching and learning environment conducive to students achieving their maximum potential;
- b. To provide guidance and counseling services for academic and career choices and for personal growth;
- c. To provide vocational and technical programs and general education courses that will prepare adults for employment in specialized fields;
- d. To provide courses at the elementary and secondary level for adults who wish to further their education;
- e. To provide courses and programs for adults who wish to improve their economic, social, and/or cultural needs;
- f. To provide developmental courses that will improve reading and computational skills necessary for adults to succeed in educational programs;
- g. To provide programs to serve new and existing businesses and industries by training and upgrading employees' skills;
- h. To provide programs to serve the community by training personnel for public service;
- i. To continually study and revise existing programs and implement new programs and/or curricula which will serve the changing needs of the College's geographical area;
- j. To provide lifelong learning experiences for adults.



## STATE ADMINISTRATION

The Honorable Robert W. Scott ..... State President

## STATE BOARD OF COMMUNITY COLLEGES

Mrs. Barbara K. Allen ..... Raleigh, NC  
Mr. Royce N. Angel ..... Wilmington, NC  
Mr. U. James Bennett ..... Monroe, NC  
The Honorable Harlan E. Boyles, State Treasurer Ex Officio ..... Raleigh, NC  
Mr. John H. Carrington Ex Officio ..... Raleigh, NC  
Mr. Asa B. Dail ..... New Bern, NC  
Mr. Richard L. Daugherty ..... Research Triangle Park, NC  
Mr. Meigs Coker Golden ..... Sanford, NC  
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Mr. Edward J. High ..... Charlotte, NC  
Mr. Jason R. Parker ..... Hickory, NC  
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Mr. William F. Simpson ..... Reidsville, NC  
Mrs. Winifred J. Wood ..... Camden, NC  
Mr. James J. Woody, Jr. ..... Burlington, NC

## LOCAL BOARD OF TRUSTEES

Dr. Mary Sutton Bell ..... Pender County  
Dr. J. Marshall Crews ..... New Hanover County  
Mr. Oscar A. Graham ..... New Hanover County  
Mrs. Mary Elizabeth Hood ..... New Hanover County  
Mrs. Twila M. Jones ..... Pender County  
Mr. Jackson Lee ..... Pender County  
Mrs. B. Constance O'Dell ..... New Hanover County  
Dr. Jeremiah N. Partrick ..... New Hanover County  
Mrs. Barbara S. Schwartz ..... New Hanover County  
Mr. William C. Taylor ..... New Hanover County  
Mr. Franklin E. Williams, Sr. .... New Hanover County  
Mr. Wayne Zeigler ..... New Hanover County

*When you ask questions outside the classroom, these are*

## PEOPLE YOU NEED TO KNOW

Dr. Richard C. Conrath .....	President
Mr. Carl E. Malpass .....	Dean of Student Affairs
Mrs. Gwen Morris .....	Counselor
Mrs. Kimberly Best-Tuten .....	Director of Testing/Counselor
Mr. David J. Pate .....	Director of Admissions
Mrs. Karen K. Jones .....	Assistant to the Dean/Counselor for Evening Programs
Dr. Mary B. Rea-Poteat .....	Director of Career Planning and Placement
Mrs. Betty Richardson .....	Director of Financial Aid
Mr. Rick Stewart .....	Director of Student Activities
Mr. Chris Zingelmann .....	Registrar/Veterans Affairs Coordinator
Mr. James R. Nunn .....	Assistant Dean of Instruction
Mr. John L. Dew .....	Dean of Fiscal Affairs
Mr. Dan H. Hickman .....	Dean of Continuing Education

## PEOPLE YOU NEED TO RECOGNIZE

**David J. Pate**  
Director of  
Admissions



**Chris Zingelmann**  
Registrar/Veterans  
Affairs Coordinator



**Karen K. Jones**  
Assistant to the Dean/  
Counselor for Evening  
Programs



**Betty Richardson**  
Director of Financial Aid



**Dr. Mary B. Rea-Poteat**  
Director of Career  
Planning and Placement



**Kimberly Best-Tuten**  
Director of  
Testing/Counselor



**Gwen Morris**  
Counselor



As the advisor of the Student Government Association, I would like to congratulate you for choosing Cape Fear Community College as the next step in your educational growth. Whether you are starting your higher education or resuming it after some years away from school, I know that you will benefit from the unique advantages that CFCC provides.

The administration and faculty at CFCC are always accessible to you. Instructors are available for individual help and class sizes are relatively small.

CFCC programs are career and job oriented with a strong emphasis on the successful placement of graduates.

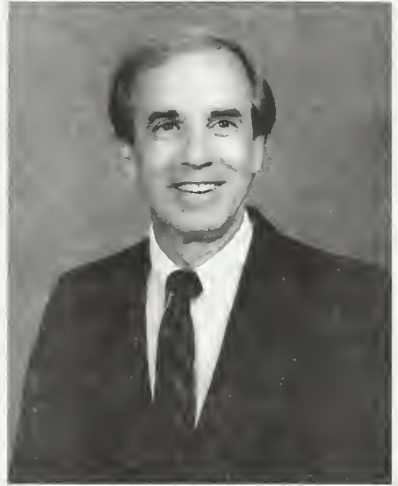
Finally, and I consider this the most important point, CFCC provides its students with real power in determining the direction of their education.

The Student Government Association urges you to become active in issues that impact upon students.

Welcome to CFCC!

Rick Stewart  
Director of Student Activities





Welcome to Cape Fear Community College. You have chosen to come to our campus because of the reputation of our programs and the faculty and staff who teach and support them.

You are joining hundreds of thousands of students nationwide who are enrolling in two-year college campus programs. As you may already know, one out of two students registering for college today are enrolling in two-year colleges.

Our faculty and staff are committed to offering you the best education possible. We are looking forward to serving you in every way we can so that your stay with us will be a most successful one.

Best wishes for a successful academic year. I hope I have the opportunity to meet you in the very near future.

Richard C. Conrath  
President



The Administrative and Instructional Staff at Cape Fear Community College welcome you to our school. We will do everything possible to make your stay here a profitable and enjoyable one. In order to accomplish this, it will be necessary for you to follow the rules and regulations set forth in this handbook. We operate on the philosophy that written rules and regulations can be kept to a minimum. The Student Affairs Staff stands ready to discuss with you any problems that you may have. Qualified counselors are available to assist any students who have problems which interfere with their studies or who need assistance with any phase of their school program. I am sure that all of you will do an outstanding job while you are here. May I wish you the best of luck in the coming year.

Carl E. Malpass  
Dean of Student Affairs

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The President and Secretary of the SGA are elected during the Spring Quarter each year; the Vice President, Treasurer, and Senators are elected during the Fall Quarter. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees.

The Student Government Association is a very active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government. Learning opportunities are made available beyond the classroom by students serving on various institutional committees which are comprised of faculty, administration, staff and, often, members of the Board of Trustees. Experience is gained beyond the local level as the Student Government Association participates in the activities of the North Carolina Student Legislature and the North Carolina Community College Government Association. Both of these organizations are state-wide and give extensive exposure to self-government to all who actively participate in Student Government affairs.

The SGA is governed by its Constitution and Bylaws. Copies of these documents are available in the SGA office.

## STUDENT ACTIVITIES

Extra-curricular activities are a very important part of the total educational program at Cape Fear Community College. Student activities are sanctioned by the SGA and are funded from its budget. Activities are open to all students who have paid their activity fee, regardless of race, sex, age, religious affiliation, or national origin.

### Athletics and Intramural Activities

Intercollegiate competition between schools includes volleyball, tennis, golf, and softball (men and women). Individuals participating in intercollegiate activities must have school insurance, be taking nine (9) quarter hour credits, and be in good academic standing. CFCC is a member in the Eastern Carolina Community College Athletic Conference which is composed of fourteen other community colleges.

### Social Activities

The social development of the student is a very important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include dances, field days, cookouts and various other student body activities.

### **CFCC Clubs**

The following clubs are recognized by CFCC:

Chess Club	Electronics Club
Choir Club	Future Secretaries Club
Criminal Justice Club	Paralegal Club
Dive Club	Veterans Club

### **New Club Procedures**

Any student group desiring to be recognized as an official CFCC club must submit to the Director of Student Activities 1) the Club purpose, 2) the proposed Club Constitution, and 3) the Financial Intent (collection and expenditures of money).

Upon completion of these requirements, it will be necessary for the proposed club to be approved respectively by the Student Government Association, the Director of Student Activities, the Dean of Student Affairs, the President of CFCC, and the Board of Trustees.

### **Student Publications**

Currently there is one publication which students write and edit. *THE SEA DEVIL* is the student newspaper which is published at regular intervals.

Being part of the creative effort that brings together a media publication or presentation becomes a vital part of the education of students who participate in such ventures; therefore, the role of all student publications is:

1. To provide vehicles for students to communicate;
2. To encourage students to develop talents that they may have in some areas of the media;
3. To be accurate and fair in their publications;
4. To foster volunteerism;
5. To develop a spirit of cooperation; and
6. To encourage in all students a sense of pride about the stage of their development in media publications.

### **Alumni Association**

Although alumni associations are thought to be made up primarily of former students and friends, the CFCC Alumni Association encourages students to participate while still attending school. Full information about the CFCC Alumni Association is available in the SGA office or from Student Affairs.

## **STUDENT SERVICES**

CFCC attempts to provide students with services that are needed during their time on campus. From time-to-time new services will be added, but currently those services available are as follows:

### **Bookstore**

A bookstore is operated on the cafeteria level of the M.J. McLeod Education Building; hours are posted at the entrance.

**Food Services**

Hot food and snacks are available in the student lounge which is located on the first floor of the M.J. McLeod Building from 7:30 AM until 8:00 PM.

**Game Rooms**

Pool, ping pong, foosball, etc. rooms are located in the student lounge area on the first floor of the M.J. McLeod Building and are open daily during normal school hours.

**Graduation Needs**

Orders for degrees, diplomas, caps and gowns, and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of Spring or Summer quarters will be provided a limited number of commencement invitations.

**Health and First Aid Services**

In case of an accident or illness which requires transportation, the Student Affairs Office should be notified immediately. All shop areas and the Student Affairs Office are equipped to administer first aid for minor problems. Counseling concerning individual health problems is available in Student Services.

**Housing**

The College does not have housing facilities. However, upon request and if known, school officials will provide information to students concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements.

**Learning Resource Center**

The LRC is located on the sixth floor of the M.J. McLeod Education Building and is open, during regular school sessions, from 8:00 AM until 10:00 PM daily, and from 9:00 AM until 1:00 PM on Saturday, except during the summer. When school is not in session, the LRC is open daily from 8 AM until 10:00 PM and on Fridays from 8:00 AM until 5:00 PM. Students are encouraged to go to the LRC as soon as they have an official CFCC identification card. The "ID" card is also used as a library card but must first be processed by the LRC staff.

Frequent use of the LRC will contribute to your success as a student and will develop a life-long interest in and utilization of the Learning Resource Center.

**Lost and Found**

The Student Affairs Office will accept articles found on campus and, if not claimed, store them for one year. Articles not claimed within one year will be given to a non-profit organization.

**Parking**

The student parking facility is located two blocks north of the main campus, diagonally across from WWAY television station. The parking lot will accommodate 486 vehicles. Handicapped persons may park in a designated area immediately



behind the main building, or in the spaces designated for handicapped persons nearest their class and/or shop building. There is an annual parking fee of \$8.00.

### **Telephones**

Pay telephones are conveniently located in each building for students to make outgoing calls.

### **Transcript of Record**

An official transcript of credits earned at CFCC will be sent to other schools and/or industry when requested in writing by the student. There is no charge for this service. Requests should be made to the Registrar's Office.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the College will maintain the confidentiality of student educational records.

Cape Fear Community College accords all the rights under the law to students who are declared independent. No one outside the college shall have access to nor will the College disclose any information from students' educational records without the written consent of students except to personnel within the College, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act.

Within Cape Fear Community College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These members include personnel in the student Services Office, the Dean of Instruction's Office, the Business Office, instructors and advisors and other academic personnel within the limitations of their need to know.

At its discretion the College may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class for a fall term or for the first term in which the student is enrolled.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold director information must be filed annually in the Registrar's Office.

Any additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained in the Registrar's Office.

## **GENERAL POLICIES**

Policies set forth in this section of your handbook do not logically fall under any other major category in this book. If there are areas of interest to you that are not covered either in this section or elsewhere in the "Student Handbook," you should contact the Student Affairs Office for assistance.

### **Attendance and Tardiness**

The nature of the programs for students is such that it is necessary that students be in regular attendance to obtain maximum benefit from their courses. Students should aspire to a perfect attendance record at all times.

Standards of attendance must be established to provide student accountability required by various agencies associated with CFCC and to encourage student participation for the greatest possible benefit to the student.

In addition to any other requirements, students must be in attendance at least 80% of the clock-hours of a course to receive credit. Those who do not meet minimum attendance requirements will be given the grade of "NC" (No Credit), which will be computed in the student's grade point average as a failing grade.

*Special note to Marine Technology students:* Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or quarter break during which time students are normally off. When such occurs, students must participate in the cruise.

### **Dress**

Where special dress or safety devices are required by the College, Department of Community College regulations, or public law, the student will be expected to conform. Students are expected to maintain good personal grooming consistent with the ordinary requirements of industry.

### **Evacuation of Buildings**

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building.

### **Grievance Procedure**

If any student feels that he or she has been discriminated against or denied service on the basis of race, color, national origin, age, religion or or sex, he or she should report such to the Dean of Instruction, who is the Title IX Coordinator.

Likewise, if a student or prospective student feels that he or she has been discriminated against or denied services on the basis of handicap, he or she should

report such to the Dean of Instruction, who also serves as the Section 504 Coordinator.

### **Sexual Harassment**

Sexual harassment of any Cape Fear Community College student by any other student or employee of the College is a violation of state and federal law and the policy of this school. Request for sexual favors and other unwelcomed verbal or physical conduct of a sexual nature by any student or employee constitutes sexual harassment when:

- \*submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or student status or employment, or

- \*submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or

- \*such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the work place or the class room.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Affairs counselors. If this is not feasible, the student may take the complaint to the Dean of Student Affairs.

### **Conduct**

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of conduct include, but are not limited to, the following:

- a. destruction of school property,
- b. stealing,
- c. cheating,
- d. gambling,
- e. use of profane language,
- f. engaging in personal combat,
- g. possess or carry, whether openly or concealed, any weapon on campus. The only exception to this directive is in the case where training or job requirements of the student or employee requires that such be carried,
- h. possession and/or use of alcoholic beverages,
- i. possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 89-90 through G.S. 90-94.

The State of North Carolina has issued procedures to be followed in cases of disruptive conduct. Therefore, such prescribed procedures will be followed at all times.

Violation of these rules of conduct will not be tolerated in or on any part of the Campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as students or employees. Any

violation of these standards of behavior may result in dismissal from the College.

Additional classroom rules, where applicable, will be designated by instructors or supervisors and must be followed by all.

### **Probation and Suspension**

Any student whose conduct becomes unsatisfactory may be placed on social probation. Any misconduct after a person is placed on social probation may result in prompt suspension.

### **Right of Appeal**

The right of appeal is granted to any student who has been suspended from Cape Fear Community College for disciplinary reasons. To initiate such an appeal, the suspended student must do so through the Dean of Student Affairs within five (5) school days after being notified of the suspension. The Dean of Student Affairs will present the appeal to the Student Appeals Advisory Committee within two (2) school days, which will, in turn, notify the student through the Dean of Student Affairs of its decision as soon as practical. If the student is not satisfied with the decision of the Advisory Committee, the student may appeal in writing within five (5) days to the President of the College and finally, to the Board of Trustees, whose decision shall be final. However, the suspended student has the right of appeal through the court system. Such appeal must be at the expense of the student.

### **Grade Appeal Process**

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in writing no later than the last day of the next succeeding quarter to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the department chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the Dean of Student Affairs, who will convene the Grade Appeals Committee. The grade resulting from the reevaluation is final and may not be further appealed.

### **Weapons on Campus**

It is unlawful for any person to possess or carry, whether open or concealed, any weapon on campus. The only exception to this directive is in the case where training or job requirements of the student or employee requires that a weapon be carried.

### **Institutional Indebtedness**

No student will be permitted to graduate nor will a transcript be issued until all financial obligations to the school are satisfied.

## **REGISTRATION PROCEDURES**

Registration procedures will vary from time to time but the outline below will be generally followed during the 1991-92 school year.



### **Fall Qtr.**

September 5 & 6, 1991 .....Registration

### **Winter Qtr.**

November 6 & 7, 1991 .....Early Registration

November 25 & 26, 1991 .....Registration

### **Spring Qtr.**

February 5 & 6, 1992 .....Early Registration

March 4 & 5, 1992 .....Registration

### **Summer Qtr.**

May 4 & 5, 1992 .....Early Registration

June 4, 1992 .....Registration

### **Procedure**

1. Pick up registration forms from faculty advisor.
2. Select subjects to be taken and make up tentative class schedule.
3. Complete all forms and have faculty advisor approve and sign registration form.
4. Take all forms to the registration area for class schedule input.
5. Proceed to the pay line for payment of fees. (Students must keep the receipt from the Business Office for proof of registration.)\*

\*Positive identification is required when payment is being offered by check. Register on time and save confusion, time and money.

### **Course Load**

A student who carries a minimum of 12 quarter hours is considered a full time student. A student may carry a maximum of 24 hours credit. Any exception to this rule must be approved by the Dean of Student Affairs.

### **Auditing Courses**

Students who wish to audit courses must register for the audit by following the regular registration procedures. Auditing students receive no credit and are not required to participate in class discussion or take tests. The fees for audit courses are the same as those taken for credit.

### **Drop-Add Period**

Students will be allowed to drop or add a class or register late during the first five (5) days of each quarter.

## **TUITION AND FEES**

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. These charges are to be paid in full at the time of registration. Any exception to the rules on financial affairs must be approved by the Dean of Fiscal Affairs.

### **Activity Fee**

A non-refundable activity fee is charged to all curriculum students for the Fall, Winter, and Spring quarters. This fee is paid at the following rate: \$1.00 for every



two (2) quarter hours of credit taken up to a maximum of twelve (12) quarter hours. The maximum fee charges is \$6.00 per quarter.

Funds collected from activity fees are used to support the costs of student publications, athletics, and social activities sponsored by the Student Government Association.

### **Identification Card Fee**

A fee of \$1.00 will be charged for a photo I.D. card to all curriculum students. The photo I.D. card is valid for two consecutive years and will be validated each quarter. This card must be presented by the returning student, at the time of registration, or he/she will be required to purchase a new card.

### **Parking Permits**

See section on "Student Services" page 9 under "parking."

### **Graduation Fees**

Fees for graduation are not included in the activity fee. The cost for diplomas, degrees, caps, and gowns are paid by the student directly to the company representative from whom they are being ordered. At present the cost is approximately \$21.00 but is subject to change.

### **Refund**

Tuition refund for students shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. However, a student who withdraws from the College before the end of the quarter may be allowed credit for unrefunded tuition if:

- a) the student states in writing the reason for withdrawing from the College;
- b) the administration approves of the reason for withdrawing;
- c) the student applies in writing for readmission to the College within the next four concurrent academic quarters and prior to the quarter in which the student plans to return.

Tuition refunds will not be considered for fees of five dollars (\$5.00) or less; however, if a course or curriculum fails to materialize, tuition will be refunded.

### **Insurance**

All students who work in shop or laboratory areas are required to purchase school-sponsored accident insurance at the time of registration. Cost of this insurance is presently ten dollars (\$10.00), but is subject to change as determined by the company offering the coverage.

Nursing students are required to purchase professional liability insurance. The cost of this insurance is presently \$14.50.

Paramedic students are required to purchase paramedic professional liability insurance. The cost of this insurance is presently \$20.00.

### **Textbooks and Hand Tools**

Students are expected to purchase textbooks which are usually available from the school book store at the beginning of each quarter. Although not required in all courses, students are encouraged to buy hand tools, generally required for apprentices in the area of their training. The book store does not have a charge or credit system, therefore books and tools must be paid for at the time of purchase.

## **ACADEMIC REQUIREMENTS**

Each student at Cape Fear Community College is expected to make satisfactory progress toward obtaining a degree or diploma. Satisfactory progress is determined by the accumulative grade point average (GPA) that the student has. To remain in good academic standing the student's accumulative grade point average should be equal to or above that listed below:

Attempted Credit Hours	Students in DIPLOMA Program	Students in DEGREE Program
1 - 23	1.25	1.25
24 - 40	1.40	1.40
41 - 59	1.70	1.55
60 - 80	2.00	1.75
81 - 100		1.90
101 -		2.00

### **Probation and Suspension**

Any student who falls below the accumulative grade point average requirements will be placed on academic probation for the following quarter. When a student is placed on probation, he/she is notified in writing by the Admissions Office. A student should schedule a conference with a counselor as soon as possible after being notified that she/he has been placed on academic probation. Any student who fails to make satisfactory progress during the following quarter may be suspended or advised to enter a more appropriate program. A suspended student may be re-admitted after one quarter. However, the student must make such a request in writing to the Dean of Student Affairs no later than fifteen (15) days prior to registration for the quarter in which he/she wishes to return. The class load will be determined in conference with a counselor. Subsequent suspensions could result in the student not being re-admitted.

### **Right of Appeal: Probation and Suspension**

The right of appeal is granted to any student who has been placed on probation or suspended from Cape Fear Community College for any reason. To initiate such an appeal, the student must personally notify the Dean of Student Affairs on the first business day following receipt of the notice of probation or suspension. The Dean will immediately request that the Student Affairs Advisory Committee set a day and

time to hear a student's appeal. Except under extraordinary circumstances, the Committee will hear the appeal within three work days following the Dean's request and inform the student of its decision upon completion of the deliberation process. If the student is not satisfied with the decision of the Committee, the student may appeal to the President of the College and the Board of Trustees through the Dean of Student Affairs. The decision of the Board of Trustees will be final and no further appeal is possible. However, a student has the right to take such matters to the courts. In such an event, the student must assume responsibility for all expenses associated with an appeal.

### **Transfer of Credit**

A student who has earned credit from another college with at least a grade of "C" may petition the Director of Admissions to review her/his transcript to obtain credit for those courses. Credit is given if the course content is comparable to a course in the student's curriculum and if the awarding of such credit meets with the approval of the department head. Transfer credits from other schools will not influence the student's grade point average while at CFCC.

### **Transfer Within College**

Students who desire to change from one program to another may have their records reviewed by the Director of Admissions for possible transfer of credit. In cases where credits are acceptable toward requirements in a new curriculum, transfer may be allowed.

### **Course Repeat Policy**

Courses with earned grades of "D", "F", "NC", or "WF" may be repeated. Courses with an earned grade of "C" or better may be repeated one time with special permission from an Admissions Counselor. In general, students should consult with an Admissions Counselor before registering to repeat a course.

When a course has been repeated, the higher grade will be used in GPA calculation. However, it is the responsibility of students who repeat classes to complete the necessary paperwork to have their academic transcripts evaluated. (The appropriate forms, "Request for Transcript Review", are available through the Admissions office). Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript. Students may repeat a course a maximum of two times. When a course has been repeated twice, the highest of the three attempts will be used in GPA calculation.

Students who receive veterans benefits or financial aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA (Grade Point Average) is computed at time of graduation, and this GPA may not be recalculated as courses are repeated.

The above stated course repeat policy will be effective as of the Fall quarter, 1991.

### **Withdrawal**

Students desiring to withdraw from school must contact the Admissions Office to obtain the necessary forms and procedures for official withdrawal. A student who fails to withdraw officially will receive a grade of "NC" (No Credit).

Students who withdraw from a course(s) within the first 20% of class hours will receive a grade of "W" which will not be computed in the GPA (Grade Point Average). Students who withdraw from a course(s) after this period must receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing). WP's will not be computed in the GPA whereas WF's will be computed as a failing grade.

Students who withdraw after the eighth week of classes must obtain permission in writing from the Dean of Student Affairs and the instructor, unless the student is withdrawing from all classes.

### **Proficiency Examination**

A student may earn credit for a particular course by taking a proficiency examination that covers the subject matter. However, eligibility to take such an examination is generally limited to students who have demonstrated high academic achievement in secondary or post secondary schools or who have extensive experience in the particular field. Arrangements for a proficiency examination must be arranged by and have the approval of the major subject instructor, Division Director, and the Dean of Student Affairs.

### **Incomplete Grades**

Incomplete grades will be given only when circumstances justify additional time to complete the course. An incomplete must be removed within six weeks following the first day of the next quarter it was received; grades not made up within six weeks will be recorded as an "F."

### **Requirements for Graduation**

To receive the Associate in Applied Science Degree, Associate in Arts Degree or a diploma, a student must maintain satisfactory grades in all laboratory and class subjects and have an overall grade point average of not less than 2.0.

## **SCHOLASTIC HONORS**

### **President's List**

Full time (12 or more quarter hours credit) students who have earned a grade point average of 4.00 will be placed on the President's List.

### **Dean's List**

Full time (12 or more quarter hours credit) students who have earned a grade point average of 3.50 with no grade lower than "C" will be placed on the Dean's List.

### **Graduation with High Honors**

Graduating students who have achieved an A average, defined as a cumulative quality point average of 4.0, are recognized each year at graduation exercises as having graduated with high honors.

### Graduation with departmental honors

Those members of the graduating class who have demonstrated outstanding leadership, attitude and ability will be graduated with departmental honors. Since these are departmental awards, recipients are selected by lead instructors in cooperation with appropriate faculty members.

## GRADING AND GRADE POINT AVERAGES

Letter grades are used at Cape Fear Community College in reporting grades; grades are assigned a numerical value when determining a student's Grade Point Average (GPA).

### GRADING SYSTEM

Grade	Significance	Quality Points Per Quarter Hour
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
AU	Audit	0
W	Withdraw	0
WP	Withdraw Passing	0
WF	Withdraw Failing	0
NC	No Credit	0
S*	Satisfactory	0
U*	Unsatisfactory	0

\*Grades assigned to developmental courses do not count toward graduation requirements.

### Translating Course Grades Into GPA

By taking the number of Quarter Hours assigned to a course and multiplying them by the value of the grade you determine the grade points for each course attempted. Example: If you take five courses that are assigned, a total of 18 Quarter Hours, you may determine your GPA in the following manner:

Course	Grade	Quarter Hours Attempted	Times Grade Value	Equals Quality Points
1	B	2	X 3	= 6
2	A	6	X 4	= 24
3	C	4	X 2	= 8
4	B	3	X 3	= 9
5	F	3	X 0	= 0
6	WP	0	X 0	= 0
TOTALS		18		47



Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA.

### **Grade Appeals Process and Committee Make-Up**

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in writing no later than the last day of the next succeeding quarter to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the department chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the Dean of Student Affairs, who will convene the Grade Appeals Committee. The grade resulting from the reevaluation is final and may not be further appealed.

The Grade Appeals Committee shall consist of the Dean of Student Affairs, five faculty members, and the Student Government Association president. The SGA member will be an observer and will not be a voting member of the committee.

## **CAREER PLANNING AND PLACEMENT**

### **Career Planning and Placement Services**

The function of the Career Planning and Placement Office is to provide career counseling and job placement information to students and alumni. Some of the career counseling services made available through this office include:

- Assistance in the development of job search techniques;
- Information about present and future employment trends;
- Business/industry literature and directories;
- Administration and interpretation of career interest inventories.

With the help and support of faculty and staff, the Career Planning and Placement Office assists students and alumni in securing jobs. This involves making frequent contact with business and industry and coordinating on-campus company recruitment.

## **TESTING SERVICES**

The purpose of CFCC admissions placement testing is to provide the school's admissions counselors with information about applicants' reading, writing and numerical skills. These scores, along with other admissions information, enables counselors to assist students in deciding on courses and/or programs of study. CFCC placement tests are given frequently during the year. Times for testing vary (morning, afternoon, evening) in order to meet the needs of students. When necessary, tests are given orally for handicapped and limited English speaking persons. There is no charge for taking any of these tests.

## **GED**

The test for General Educational Development (GED) is administered at Cape Fear Community College. Information about taking the test may be obtained by calling

343-0481, ext. 228, or by visiting the LRC (S610). Before taking the test, individuals must complete an application. At that time, they will need to provide proof of age, identity, and N.C. residency. A North Carolina driver's license or North Carolina Special ID will satisfy these requirements. After completing the application, individuals will receive test dates and times of test.

## **COUNSELING SERVICES**

The major function of Counseling Services at Cape Fear Community College is to help students utilize, to their best advantage, the education offered in the technical and vocational programs available.

Counselors are provided for those who are concerned about progress in their field of study and for those having difficulty selecting an area of study. Counseling, on a limited basis, is also available for students with problems that are not academic in nature.

## **STUDENT FINANCIAL AID**

The Financial Aid Office encourages students, who may need assistance, to come and discuss their needs. A student who anticipates financial need should make an appointment with the Director of Financial Aid as soon as possible. Generally, late winter or early spring is the best time to apply for financial aid for the following academic year. Most financial aid awards are made to begin with the Fall Quarter. Applications for aid that come in after the suggested time are less likely to be granted due to very limited resources.

To assist the student in determining what funds are available, the Financial Aid Office has prepared handouts that give information about grants and other aid. These are available in Student Services. For applications and additional information come to the Financial Aid Office in Student Affairs.

## **VETERAN AFFAIRS**

The educational benefits available under the G.I. Bill are administered by the Veterans Administration which also is the final authority for determining eligibility. These benefits are not only available to eligible veterans, but also to the spouses and children of certain categories of living and deceased veterans, and to certain active duty military personnel, reservists and members of the National Guard.

Prospective students who believe they may be eligible for G.I. Bill benefits should contact the Veterans Affairs Office at the school for the address of the nearest Veterans Administration Office.





## SCHOOL CALENDAR 1991-1992

### FALL QUARTER

Early Registration	August 6-7, 1991
Freshmen Orientation	August 30, 1991
Registration	September 5-6, 1991
Classes Begin	September 9, 1991
Classes End	November 22, 1991
Holiday	September 2, 1991

### WINTER QUARTER

Early Registration	November 6-7, 1991
Registration	November 25-26, 1991
Classes Begin	December 3, 1991
Classes End	March 3, 1992
Holidays	November 28-December 1, 1991
Holidays	December 23 - January 3, 1992
Holidays	January 20, 1992

### SPRING QUARTER

Early Registration	February 5-6, 1992
Registration	March 4-5, 1992
Classes Begin	March 10, 1992
Classes End	May 28, 1992
Graduation	May 29, 1992
Holidays	April 17-April 20, 1992
Holiday	May 25, 1992

### SUMMER QUARTER

Early Registration	May 6-7, 1992
Registration	June 4, 1992
Classes Begin	June 5, 1992
Classes End	August 21, 1992
Holiday	July 6, 1992
Early Registration for Fall, 1992	August 5-6, 1992

September 1991

### CAPE FEAR COMMUNITY COLLEGE

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AFFIRMATIVE ACTION / EQUAL OPPORTUNITY COLLEGE

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